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Unit History Program

**926FW HISTORY PROGRAM POLICY AND
REQUIREMENTS**

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This instruction implements AFPD 84-1, *History and Museum Program*, and AFI 84-101, *Historical Products, Services and Requirements*.

SUMMARY OF REVISIONS

This revision supersedes 926th TFGR 210-1, dated 5 February 1992.

1. Purpose:

1.1. To provide guidelines for maintaining the 926FW history program in accordance with AFI 84-101 and AFRES Supplement 1. This instruction assigns duties to key personnel of the 926th FW to assist the wing historian in preparing and submitting comprehensive and timely histories.

2. Responsibilities:

2.1. The 926FW Commander has the overall responsibility for the history program. He designates the responsibility for the actual preparation of the history to the wing historian. The commander will appoint a liaison officer to provide support for the historian.

2.2. The liaison officer is responsible for assuring day-to-day continuity of the history program in the absence of the historian, and will assist in acquisition of documents and reports required by the historian, as well as notifying the historian of significant actual events.

2.3. The following agencies will be required to appoint an additional duty historian (preferably an ART) to submit bimonthly historical feeder reports: 706FS, 706FMS, 926LG, 926SFS, 926CES, 926PA, 926MDS, and 926CF.

2.4. The bimonthly historical feeder reports from the above agencies should provide information on what the agency did toward accomplishing the unit mission of attaining operational readiness. They should detail operations that took place, policies issued, decisions made, success or difficulty of

implementing policies of higher headquarters, success or difficulty in discharging the agency’s function, meeting its goals or accomplishing its mission. The reports must be signed and dated by the additional duty historian. The wing historian does not require information on authorized and assigned personnel or information on awards or promotions.

2.5. In addition to the information outlined above, supporting documents must accompany the bimonthly feeder reports. The following guidelines are provided to ensure proper historical coverage from the supporting agencies.

2.6. 706FS: Reports should include copies of programming plans, after action reports, operations orders and site selection visit reports. The content of reports should include deployment details and combat ready status of pilots.

2.7. 926FMS: Reports should discuss maintenance trends, special maintenance problems, deployment and exercise details and particular accomplishments.

2.8. 926CF: Reports should include major pieces of new equipment received, changes in mission and significant accomplishments or problems encountered.

2.9. 926CES: Reports should include deployments and major construction projects.

2.10. 926LG: Reports should include maintenance plans and summaries as well as any maintenance analysis conducted.

2.11. 926SFS: Reports should include deployments, exercises and training accomplished.

2.12. 926PA: Acts as liaison for Wing Historian on deployments which does not include the historian; provides photographs for history office; advises history office of VIP visits.

2.13. Agencies other than those listed above are encouraged to report any historically significant events to the wing historian on an ad hoc basis. Supporting documents should be included. The 926 Medical Squadron should place the Wing Historian on distribution for its periodic history.

2.14. Unit historical reports will be submitted in a timely manner in accordance with AFI 84-101 and AFRES Supplement 1. In order to insure timely submission, the bimonthly feeder reports must be submitted to the wing historian as follows:

Jan/Feb report	Due NLT April UTA
Mar/Apr report	Due NLT June UTA
May/June report	Due NLT August UTA
Jul/Aug report	Due NLT October UTA
Sep/Oct report	Due NLT December UTA
Nov/Dec report	Due NLT February UTA

2.15. The Wing Historian will be placed on automatic distribution for all G-series orders published by the wing, and any documents regardless of sensitivity, required to compile accurate, objective and comprehensive histories.

3. Access to Wing Documents:

- 3.1. The wing historian will be included as an addressee in any E-mail involving deployments, exercises, conversions, inspections, mission-ready status of the wing and any other information of historical significance.
- 3.2. The wing historian will be allowed to have access to unit administrative and personnel files, regardless of sensitivity, required to compile accurate, objective and comprehensive histories.

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Commander